


# Equal Employment Opportunity TRAINING 2015



It is the policy of Rutherford County Government that **all persons** have **equal** employment opportunities.





The County will **recruit, hire, train, and promote** the most qualified person, **without regard** to race, religion, color, sex, age, national origin, marital status, ancestry, status as a military veteran, physical or mental disability, or non-job related disability.

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All employment related decisions are based solely on relevant criteria including training, experience, qualifications, and suitability.

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It is the policy that all persons employed be entitled to training, compensation, promotions, benefits, and all other attributes of employment without regard to race, religion, color, sex, age, national origin, ancestry, and physical or mental disability.

The County will not knowingly employ a person who is, or becomes, an unauthorized alien.

In compliance with the **Immigration Reform and Control Act of 1986**, all new employees, and all applicants for employment, regardless of national origin, ancestry, or citizenship, must provide suitable documentation.



# Reporting & Appeals

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Employees can raise concerns and make complaints without fear of reprisal and with the assurance of protection for harassment or retaliation.

**Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination of employment.**

Appeals **may not** be filed concerning salary, hours of work, benefits, reduction in workforce, and/or newly hired employees in their probationary/training period.

# What to do

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1. Notify your immediate Elected Official or Director **within five** working days.
2. If you are not satisfied with the decision of your immediate supervisor, you are encouraged to make that question or complaint known to the **Human Resources Department**.
3. Human Resources will investigate the complaint with your Elected Official/Director/Department Head and any other person with knowledge of the situation.

# What to do What to do

4. You will be advised in writing of the results of the investigation and Rutherford County's decision regarding the complaint.
5. A record of the complaint and findings will become a part of the complaint investigation record and the file will be maintained separately from your personnel file.
6. If you do not agree with the decision of the EEO Officer, you have the right of appeal with the Mayor of Rutherford County.





# Rutherford County Handbook

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1. Go to [Rutherfordcountyttn.gov](http://Rutherfordcountyttn.gov)
2. Click “Employees Only” on left side of screen
3. Click “Employee Handbook” on right side of screen.
4. Equal Employment Opportunities section 1004 starting on page 9.





# Quiz!

<https://secure.rutherfordcountyttn.gov/hrquiz/eeo.aspx>